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ABSTRACT

This document is a handbook for those participating in the School Volunteer Program of the Dade County Public Schools. It offers tips for attitude orientation, maps, lists of participating schools, procedures and policies of the program, and job descriptions of all jobs open to the school volunteer. Tasks are described for assistants in arts and crafts, audiovisuals education, physical education, special education; for assistants in classroom, clinical, clerical, library, and supervisory work; for a storyteller/book reviewer; and for a Spanish translator. (JA)

ED 081779

A HANDBOOK FOR SCHOOL VOLUNTEERS

Dade County Public Schools
Miami, Florida

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Dr. E. L. Whigham
Superintendent of Schools

Dr. Leonard Britton
Associate Superintendent for Instruction

Dr. Audrey Jackson
Coordinator of School Volunteers

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A PROGRAM OVERVIEW

The School Volunteer Program of the Dade County Public Schools is a program in which educators and lay persons work together to enrich the existing instructional program. There are opportunities for two categories of volunteers to participate: the Regular School Volunteer and the Community Resource Volunteer. Participants may include businessmen and business women, housewives, students, governmental officials, musicians, artists, professionals in special interest fields, or those with special knowledge of the customs of ethnic or national groups . . . in other words, there are opportunities for all types of people to participate in this Dade County Public Schools program.

A more concise view of the School Volunteer Program can be given as the following questions are answered:

"How is the program funded?"

> The pilot phase of the School Volunteer Program was funded under the auspices of the Emergency School Assistance Program which was developed to facilitate a smooth desegregation effort. Current funding is under Title III from the State of Florida Department of Education.

"What is the difference between the Regular School Volunteer and the Community Resource Volunteer?"

> The Regular School Volunteer gives approximately two hours per week each week for at least one semester, while the Community Resource Volunteer is listed in a directory located in each school participating in the School Volunteer Program and comes on request to the school to make a specific contribution.

"Is any kind of training provided for the volunteers, or should one have a skill to contribute before volunteering?"

> Two orientation sessions are provided for each new volunteer in addition to the training he receives from the school staff members as he works in his assignment each week. It is not necessary for one to already have a skill before volunteering. After completing the application and the interview and receiving an invitation to become a School Volunteer, one has demonstrated the characteristics of a good school volunteer and will have the opportunity to learn the skills necessary to perform any of the thirteen different tasks identified for volunteers working in the schools.

"When and where does the program operate?"

The School Volunteer Program is operating during school hours in the Dade County Public Schools listed on the following pages.

DADE COUNTY PUBLIC SCHOOLS
USING THE SCHOOL VOLUNTEER PROGRAM

Northeast Area

Biscayne Gardens Elementary
Bernard Nissman, Principal
560 N. W. 151 Street
Miami, Florida 33169
681-5721

Biscayne Elementary
Irving Nissman, Principal
800-77 Street
Miami Beach, Florida 33141
866-3221

North Miami Elementary
Alpha Perfetti, Principal
665 N. E. 145 Street
North Miami, Florida 33161
947-5516

Sabal Palm Elementary
Mrs. Florence Linden, Principal
17101 N. E. 7 Avenue
North Miami Beach, Florida 33162
651-2411

Norland Junior High
Robert Upham, Principal
1235 N. W. 192 Terrace
Miami, Florida 33169
624-9644

Thomas Jefferson Junior High
Don Ali, Principal
525 N. W. 147 Street
Miami, Florida 33168
681-7481

Miami Beach Senior High
Solomon Lichter, Principal
2231 Prairie Avenue
Miami Beach, Florida 33139
532-4515

Miami Norland Senior High
Foster Hunter, Principal
1050 N. W. 195 Street
Miami, Florida 33169
624-1416

North Miami Beach Senior High
Dr. Ken Jenkins, Principal
1247 N. E. 167 Street
North Miami Beach, Florida 33162
949-8381

North Central Area

Arcola Lake Elementary
Bob Moloney, Principal
1037 N. W. 81 Street
Miami, Florida 33150
836-2820

Van E. Blanton Elementary
Mrs. Rosetta Vickers, Principal
10327 N. W. 11 Avenue
Miami, Florida 33150
696-9241

James H. Bright Elementary
Dr. Mike Sullivan, Principal
2530 W. 10 Avenue
Hialeah, Florida 33010
885-1683

Broadmoor Elementary
Miss Alice Smotherman, Principal
3401 N. W. 83 Street
Miami, Florida 33147
691-0861

Edison Park Elementary
Dr. Joseph Galocy, Principal
500 N. W. 67 Street
Miami, Florida 33150
758-3658

Hialeah Elementary
Miss June Day, Principal
550 E. 8 Street
Hialeah, Florida 33010
888-6709

Martin Luther King Elementary
Miss Wilerine Bawl, Principal
7124 N. W. 12 Avenue
Miami, Florida 33147
836-0928

Little River Elementary
John Gardner, Principal
514 N. W. 77 Street
Miami, Florida 33150
754-7531

Lorah Park Elementary
Clyde Brewer, Principal
5160 N. W. 31 Avenue
Miami, Florida 33142
633-1424

Olinda Elementary
Mrs. Agenoria Paschal, Principal
5536 N. W. 21 Avenue
Miami, Florida 33142
633-0308

Orchard Villa Elementary
William Rosenberg, Principal
5720 N. W. 13 Avenue
Miami, Florida 33142
751-8591

South Hialeah Elementary
Miss Helen Stolte, Principal
265 E. 5 Street
Hialeah, Florida 33010
885-4556

Shadowlawn Elementary
David Felton, Principal
149 N. W. 49 Street
Miami, Florida 33127
758-3673

West Little River Elementary
James Reed, Principal
2450 N. W. 84 Street
Miami, Florida 33147
691-6491

Madison Junior High
Warren Shannon, Principal
3400 N. W. 87 Street
Miami, Florida 33147
836-2610

Miami Edison Senior High
William Duncan, Principal
6101 N. W. 2 Avenue
Miami, Florida 33127
758-6751

Miami Northwestern Senior High
Harold Guinyard, Principal
7007 N. W. 12 Avenue
Miami, Florida 33150
836-0991

Miami Springs Senior High
Alex Bromir, Principal
751 Dove Avenue
Miami Springs, Florida 33166

South Central Area

Carver Elementary
Mrs. Isabelle Blue, Principal
238 Grand Avenue
Coconut Grove, Florida 33133
443-5286

Coral Gables Elementary
George Bowker, Principal
105 Minorca Avenue
Coral Gables, Florida 33134
448-1731

Shenandoah Elementary
Miss Elvira Dopico, Principal
1023 S. W. 21 Avenue
Miami, Florida
643-4433

Sunset Elementary
Mrs. Eloise Bates, Principal
5120 S. W. 72 Street
Miami, Florida 33143
661-8527

West Laboratory School
Mrs. Pat Frost, Principal
5300 Carillo Street
Coral Gables, Florida 33146
661-7661

Brownsville Junior High
Walter Oden, Principal
4899 N. W. 24 Avenue
Miami, Florida 33142
633-1481

Carver Junior High
Charles Gray, Principal
4901 Lincoln Avenue
Coconut Grove, Florida 33133
444-7388

Ada Merritt Junior High
Chester Trost, Principal
660 S. W. 3 Street
Miami, Florida 33130
373-7437

Ponce de Leon Junior High
Ralph Moore, Principal
5801 Augusto Street
Coral Gables, Florida 33146
661-1611

Washington Junior High
Joseph Anderson, Principal
1200 N. W. 6 Avenue
Miami, Florida 33136
377-2536

South Miami Junior High
John Mertz, Principal
6750 S. W. 60 Street
Miami, Florida 33143
661-3481

Coral Gables Senior High
Alan Olkes, Principal
450 Bird Road
Coral Gables, Florida 33146
443-5281

MIAMI'S YOUTH NEED YOU

AS A REGULAR VOLUNTEER:

You will work in any one of thirteen different capacities to assist educators to improve and enrich the existing instructional program. Your time contribution should be established in the beginning of your service and given on a regular basis. The staff in your school will depend upon your regular participation. As you work together, you and the other staff members will help children develop a more positive attitude toward school through academic success.

You may elect to volunteer as any one of the following:

Arts and Crafts Assistant
Audio-Visual Assistant
Classroom Assistant
Clerical Assistant in either the School Office, Department Offices, Guidance Office, Classroom or Team Center
Clinic Assistant
Language Arts Tutor
Library Assistant
Mathematics Tutor
Physical Education Assistant for Boys or Girls
Special Education Assistant
Storyteller/Book Reviewer
Supervision Assistant in the cafeteria, halls, parking lot, or playground area
Spanish Assistant/Interpreter

AS A COMMUNITY RESOURCE VOLUNTEER:

You will be available to the schools of our county to enrich the instructional program with your special skill, knowledge or talent. No minimum time contribution is necessary, only a willingness to participate when called upon.

VOLUNTEERS IN ACTION

THE TEAM APPROACH TO LEARNING

As a Regular Volunteer you have joined a team of educators who are constantly seeking better ways to help the children of Dade County. In your school you will be working with the Principal, Teacher, and in many cases, Assistant Teacher and Aide.

AS A VOLUNTEER, you will be assisting the staff in your school to provide an enriched educational program for the students. Your contribution is a vital one and will become an important part of the total instructional effort.

YOUR SCHOOL is one unit of the more than 234 schools which comprise the Dade County Public Schools and which taken together as whole serve approximately 235,000 students. Even though each of these schools operates under the general policies of the Dade County Public Schools, there are many ways in which these schools are different because each school has policies reflecting its own needs. The Regular Volunteer should seek to familiarize himself with the policies of the school to which he is assigned.

THE PRINCIPAL is the administrative and instructional leader in the school. Under his guidance, the school staff, including the volunteers, works to meet the needs of the students. The Principal will assist you in becoming oriented to the school and its policies.

THE VOLUNTEER RESOURCE PERSON is a person in the school who has been identified by the Principal as being a resource person for you, the volunteer, as you work in the school. He stands ready to assist you in performing your duty at any time you may need him.

THE VOLUNTEER CHAIRMAN is a volunteer himself who has agreed to serve as a team leader of volunteers in your school. He will represent you at county meetings and will assist the Volunteer Resource Person to conduct recruitment and training activities.

If the School Volunteer Program is to achieve its overall goal of improving the quality of the instructional program for the boys and girls in Dade County Public Schools, several basic assumptions must be made about both the volunteer and the teacher or staff member with whom he works.

It is assumed that a teacher or staff member using the services of a volunteer will:

1. Consider the needs of the students in his class and plan for the effective use of the volunteer to help meet these needs.

2. Accept the volunteer as an official member of the instructional support team.

3. Plan specific and clearly defined activities for the volunteer while he is assigned to that class.

4. Conduct regular evaluation sessions with the volunteer concerning the work that he is doing.

5. Assume the responsibility of introducing the volunteer to the school staff and make sure the volunteer feels comfortable in the school.

It is also assumed the the volunteer will:

1. Realize the importance of the volunteer's role as an example to the students of appropriate behavior, speech and dress.

2. Understand that every task performed in the school is important to the education of students.

3. Respect the confidential nature of school records and relationships between staff members and students.

4. Know that his personal contribution to the education of students is setting the fine example of an interested and informed citizen.

5. Understand and appreciate the work of the school staff and inform the community about the school program.

6. Recognize that the volunteer's relationship with staff members is one which requires mutual respect and confidence.

7. Discuss any problems with staff members who are directly concerned before consulting others.

8. Accept willingly the tasks given him by any staff member.

9. Familiarize himself with his individual school's policies.

10. Be regular and continuous in attendance.

Only by a cooperative effort on the part of the volunteer and the school staff member can the best results be achieved for the benefit of the students.

BEGINNING THE ROLE OF VOLUNTARISM

The following are suggestions which will help make the beginning sessions positive and rewarding for the volunteer.

Working with individual students:

1. Begin by telling the student(s) something about yourself and your family.

2. Call the students by name at every opportunity.

3. Share experiences that may be of interest to the students with whom you are working.

4. Listen attentively, encourage them, and praise them for even the smallest success.

5. Plan realistic goals with the student(s) that are not too high.

6. Keep your expectations few, short, and clear.

7. Leave the technical job of teaching to the teacher.

Working in a supportive role:

1. Clearly understand the task which has been identified and work toward a specific goal.

2. Make sure the teacher or staff member in charge of the activity is aware of your plan of action and approves.

3. Do not be afraid to ask questions should you find it necessary to do so.

4. Complete the assignment as quickly and thoroughly as possible.

5. Become as familiar with the overall program of activities as is possible so you can work independently without having every activity assigned.

AN INTRODUCTION TO THE PEOPLE WHO WORK WITH AND SUPPORT THE SCHOOL VOLUNTEER PROGRAM

In addition to the principals, assistant principals, teachers, assistant teachers and aides in the schools who will be ready to help you as you begin your volunteer work, two other important groups of people are lending their support and seeking new ways to make the School Volunteer Program an effective part of our community. These are the members of the School Volunteer Advisory Board and the School Volunteer Program staff.

The Advisory Board is composed of civic leaders who have volunteered their time and energy to assist in introducing and effectively implementing the School Volunteer Program in the public schools.

ADVISORY BOARD MEMBERS

Dr. Bernardo Benes, Chairman
Vice President
Washington Federal Savings and Loan

The Honorable Gwendolyn S. Cherry
State Representative, 96th District

Mr. Ronald Connelly
Dean of Academic Affairs
Miami-Dade Junior College

The Honorable D. Robert Graham
State Senator, 48th District

Mrs. Norma Kipnis
Miami Beach, Florida

Mr. Edward E. Northcutt
Regional Director-Civic Affairs
Eastern Air Lines Incorporated

Reverend Don Olson
Director, Center for Dialogue

Mrs. George K. Roller
Past Chairman
National Panhellenic Conference

Dr. Henry King Stanford
President, University of Miami

Dr. Jeff West
Area Superintendent
North Central Area
Dade County Public Schools

Dr. E. L. Whigham
Superintendent of Schools
Dade County Public Schools

The School Volunteer Program Staff are regularly employed personnel of the Dade County Public Schools who work as a team to recruit, train and support volunteers in the public schools (K-12) to enrich existing educational programs.

SCHOOL VOLUNTEER PROGRAM STAFF

Dr. Audrey Jackson
Coordinator of School Volunteers

Miss Nancy Cail
Secretary

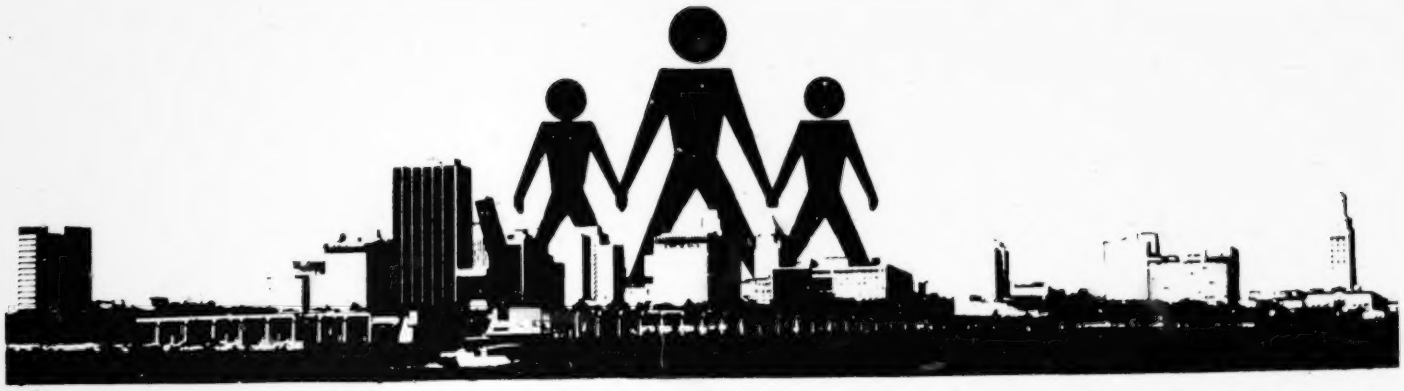
Mrs. Diane Baker
Area Volunteer Specialist
North Central Area

Mrs. Nancy Cooper
Area Volunteer Specialist
South Central Area

Miss Ruth Hunter
Area Volunteer Specialist
Northeast Area

PROCEDURES AND POLICIES

In order to maintain a cohesive and smoothly operating School Volunteer Program, a number of procedures and policies have been outlined and generally accepted as being those guidelines by which the volunteers of the Dade County Public Schools will operate. The forms on the following pages correspond to the volunteer's progress in the program, beginning with the application form, which is required of every full-time school volunteer. The application form is followed by the Daily Attendance Record and Log which is so necessary to the overall reporting of hours contributed by the community to the schoools. This records of hours is used in many ways. In some cases it is the record for the school of the numbers of hours which were contributed by the members of the school community, while in other cases, this log of hours may form the basis of a justification for securing monetary assistance for the volunteer work which is being done by the community. In every instance the forms which are displayed are a vital part of the total district-wide program and should be accepted as such.



SCHOOL VOLUNTEER PROGRAM, DADE COUNTY PUBLIC SCHOOLS, 1410 N.E. 2ND AVE. 33132 /Ph: 350-3732

Application Form
REGULAR VOLUNTEER

_____
Date

Mr.
Mrs.
Miss _____, _____, _____
Last First Middle

Home Address: _____ _____ _____
Street City Zip

Telephone: _____

Age Group: 16–20 _____ 20–40 _____ 40–60 _____ Over 60 ____

Education: High School _____ (Years attended)
Other _____ (Please name)
College _____ (List name, number of years attended or degree received)

Do you speak a foreign language? YES _____ NO _____
If "Yes" identify the language/s you speak _____

Work Experience: Present Position _____ Years in Position ____
Last Position _____ Years in Position ____

Transportation: Do you have a car at your disposal? Yes _____ No _____

Volunteer Service Record:
Name of Organization _____ Service _____
_____ _____
_____ _____
_____ _____

Person to be notified in case of an emergency:

Name: _____
Home Address: _____
Home Telephone: _____
Business Address: _____
Business Telephone: _____
Relationship: _____

Reference: _____
Name
_____ _____
Address Phone
_____
Occupation

Services to be rendered in the School Volunteer Program:

Please select three and identify your first, second, and third choice by marking *1st, 2nd,* and *3rd* on the line beside your choices. The volunteer jobs are identified by levels as follows:

E—indicates elementary level
Jr—indicates junior high
S—indicates senior high

Circle your choice level.

_____	Arts and Crafts Assistant	E
_____	Audio-Visual Assistant	E, Jr, S
_____	Classroom Assistant	E
_____	Clinic Assistant	E, Jr
_____	Clerical	
____	Office	E, Jr, S
____	Business Ed. Dept.	S
____	Classroom	E, Jr, S
____	Guidance Office	E, Jr, S
_____	Language Arts Tutor	E
_____	Library Assistant	E, Jr, S
_____	Mathematics Tutor	E
_____	Physical Education Assistant	
____	Boys	E, Jr, S
____	Girls	E, Jr, S
____	General	E, Jr, S
_____	Special Education Assistant	E
_____	Storyteller/Book Reviewer	E
_____	Supervision Assistant	
____	Cafeteria	E
____	Halls	E, Jr, S
____	Parking Lot	Jr, S
____	Playground/Phys. Ed. Area	E, Jr
_____	Spanish Translator	E, Jr,

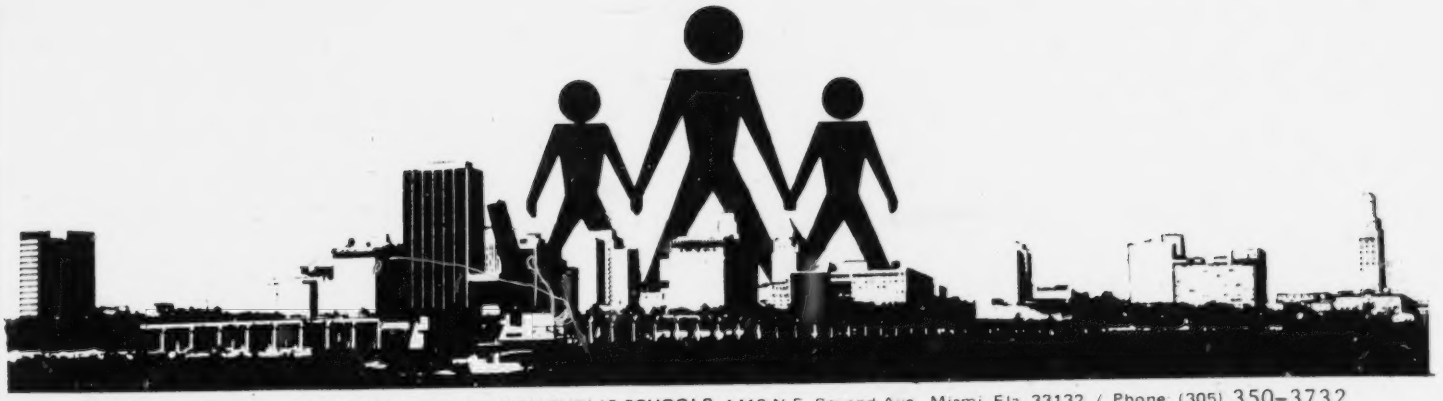
PLEASE RETURN COMPLETED FORM TO: School Volunteer Program
1410 N.E. 2nd Avenue
Miami, Florida 33132

Would you please indicate in which school listed below you prefer to be interviewed for a position as School Volunteer. Upon acceptance, you would be assigned to that school.

NORTHEAST AREA	( ) Biscayne Gardens Elementary	681-5721	560 N.W. 151 Street
	( ) Biscayne Elementary	866-3221	800–77 Street, Miami Beach
	( ) North Miami Elementary	947-5516	665 N.E. 145 Street, North Miami
	( ) Sabal Palm Elementary	651-2411	17101 N.E. 7 Avenue, N. Miami Beach
	( ) Norland Junior	624-9644	1235 N.W. 92 Terrace
	( ) Thomas Jefferson Junior	681-7481	525 N.W. 147 Street
	( ) Miami Beach Senior	532-4515	2231 Prairie Avenue, Miami Beach
	( ) Miami Norland Senior	624-1416	1050 N.W. 195 Street
	( ) North Miami Beach Senior	949-8381	1247 N.E. 167 Street, N. Miami Beach
NORTH CENTRAL AREA	( ) Arcola Lake Elementary	836-2820	1037 N.W. 81 Street
	( ) Broadmoor Elementary	691-0861	3401 N.W. 83 Street
	( ) Van E. Blanton Elementary	696-9241	10327 N.W. 11 Avenue
	( ) James H. Bright Elementary	885-1683	2530 W. 10 Avenue, Hialeah
	( ) Edison Park Elementary	758-3658	500 N.W. 67 Street
	( ) Hialeah Elementary	888-6709	550 E. 8 Street, Hialeah
	( ) Little River Elementary	754-7531	514 N.W. 77 Street
	( ) Lorah Park Elementary	633-1424	5160 N.W. 31 Avenue
	( ) Martin Luther King Elementary	836-0928	7124 N.W. 12 Avenue
	( ) West Little River Elementary	691-6491	2450 N.W. 84 Street
	( ) Olinda Elementary	633-0308	5536 N.W. 21 Avenue
	( ) Orchard Villa Elementary	751-8591	5720 N.W. 13 Avenue
	( ) South Hialeah Elementary	885-4556	265 E. 5 Street, Hialeah
	( ) Shadowlawn Elementary	758-3673	149 N.W. 49 Street
	( ) Madison Junior	836-2610	3400 N.W. 87 Street
	( ) Miami Edison Senior	758-6751	6101 N.W. 2 Avenue
	( ) Miami Northwestern Senior	836-0991	7007 N.W. 12 Avenue
	( ) Miami Springs Senior	885-3585	751 Dove Avenue, Miami Springs
SOUTH CENTRAL AREA	( ) Carver Elementary	443-5286	238 Grand Avenue, Coconut Grove
	( ) Coral Gables Elementary	448-1731	105 Minorca Avenue, Coral Gables
	( ) Shenandoah Elementary	643-4433	1023 S.W. 21 Avenue
	( ) Sunset Elementary	661-8527	5120 S.W. 72 Street
	( ) West Laboratory School	661-7661	5300 Carillo Street, Coral Gables
	( ) Brownsville Junior	633-1481	4899 N.W. 24 Avenue
	( ) Carver Junior	444-7388	4901 Lincoln Avenue, Coconut Grove
	( ) Ada Merritt Junior	373-7437	660 S.W. 3 Street
	( ) Ponce de Leon Junior	661-1611	5801 Augusto Street, Coral Gables
	( ) Washington Junior	377-2536	1200 N.W. 6 Avenue
	( ) South Miami Junior	661-3481	6750 S.W. 60 Street, South Miami
	( ) Coral Gables Senior	443-5281	450 Bird Road, Coral Gables

Preferred Time of Service: Please write in the hours you are available.

	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.	_____	_____	_____	_____	_____
P.M.	_____	_____	_____	_____	_____



SCHOOL VOLUNTEER PROGRAM, DADE COUNTY PUBLIC SCHOOLS, 1410 N.E. Second Ave., Miami, Fla. 33132 / Phone: (305) 350-3732

DAILY ATTENDANCE RECORD AND LOG
FOR MONTH OF _____

NAME OF SCHOOL _____ MAIL CODE _____ AREA _____
ADDRESS OF SCHOOL _____ PHONE _____
SVP RESOURCE PERSON _____ PHONE _____
SVP VOLUNTEER CHAIRMAN _____ PHONE _____

Date	Volunteer's Name	Hours of Service	Type of Vol.		Area of Service			No. of Students
			Weekly	Other	Math	Reading	Other	

BUTTONS

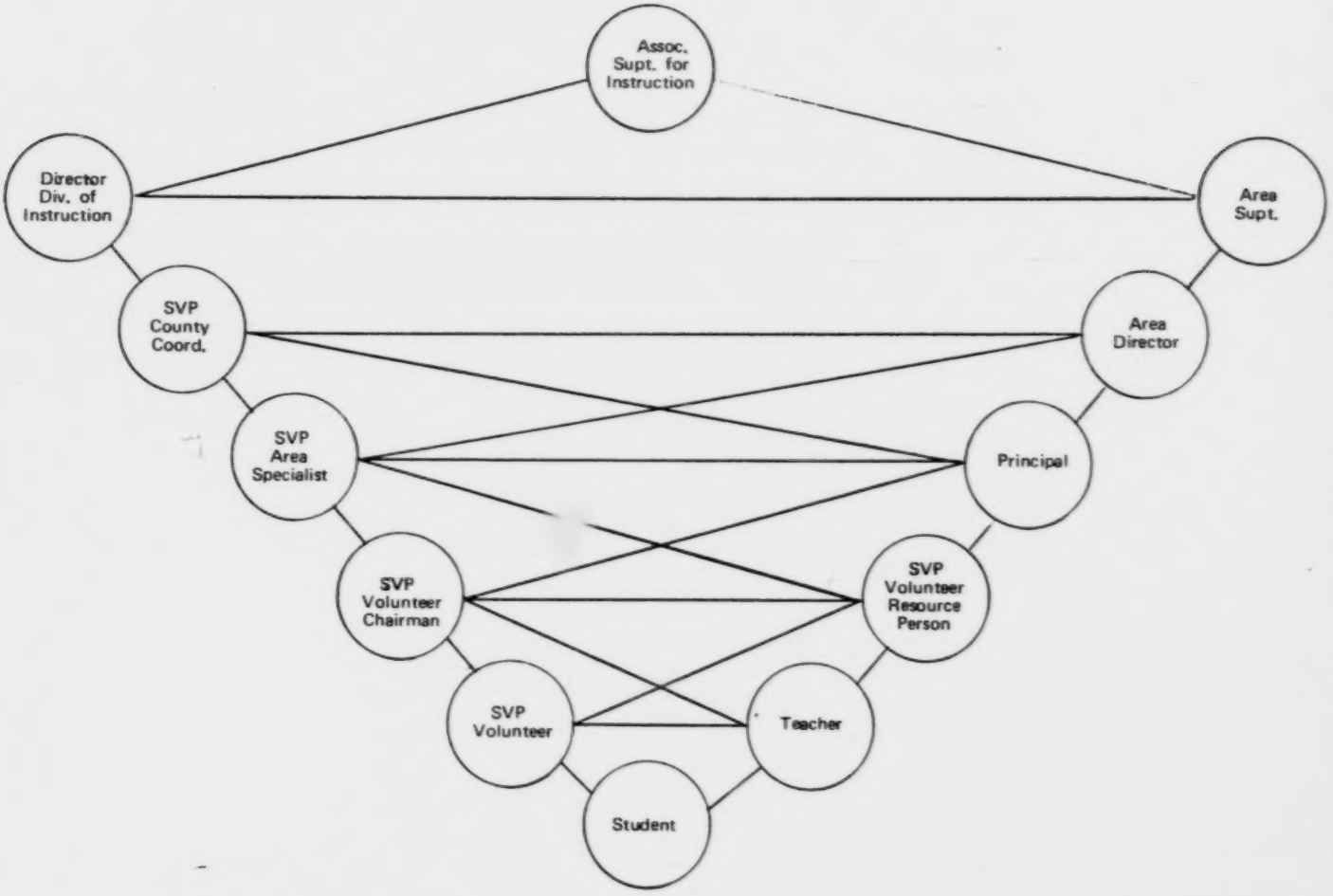
The official emblem of the School Volunteer Program in the Dade County Public Schools is the button which you see shown above. This is the identification which should be worn by each volunteer every time he enters the school. Such identification, worn at the appropriate time, will remove any doubt as to the authority the volunteer has for moving freely about the school plant. It is the responsibility of the volunteer to return his button to the school when he ends his term of volunteer service in a particular school. Each school has its own individual supply of volunteer buttons; therefore, should a volunteer move, or for any other reason, begin work in another school as a volunteer, he would then be issued another identification badge.

REPORTING INCIDENTS/LINE OF RESPONSIBILITY FOR VOLUNTEERS

If, at any time, you as a volunteer see or hear anything with which you disagree, you should talk the matter over with your School Volunteer Resource Person or the Principal. All volunteers are requested to refrain from discussing disagreements or controversial incidents with other volunteers or members of the community. Any incidents should be reported immediately to the proper person in authority who can make a decision on the matter and take the appropriate action. In the following section is listed the line of responsibility as it pertains to the work of volunteers in the school system. Volunteers may feel free at any time to contact the Coordinator of School Volunteers regarding any aspect of volunteer work in the schools.

SCHOOL VOLUNTEER PROGRAM, DADE COUNTY PUBLIC SCHOOLS, 1410 N.E. 2ND AVE. 33132 /Ph: 350-3732

SVP COMMUNICATIONS NETWORK



PLACES, PEOPLE AND SCHOOL SITES

On the following page is shown a map of Dade County with each of the public schools marked by a number. The reverse side of the map identifies the school by name. The School Volunteer Program operates in three of the Areas of the District, Area 1 (Northeast), Area 3 (North Central), and Area 4 (South Central). Other sites which are currently available for volunteers to select as work sites are listed on the List of Schools, page 3.

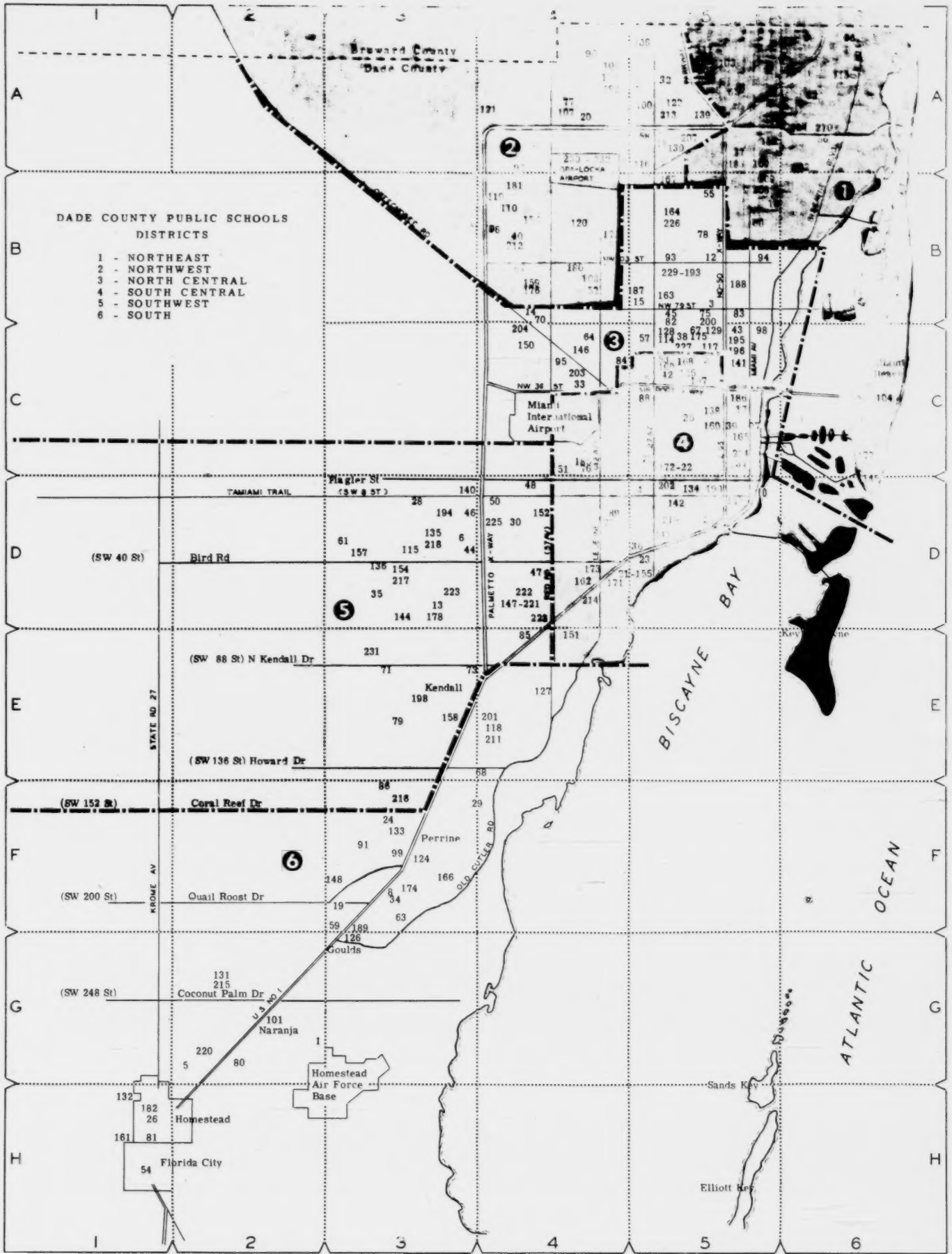
School personnel whom you should remember, with their telephone numbers, are as follows:

Dr. Audrey Jackson, Coordinator of School Volunteers
1410 N. E. Second Avenue, Miami, Florida 33132
350-3732

Mrs. Diane Baker, Area Volunteer Specialist (North Central)
6221 N. W. 29th Avenue, Miami, Florida 33012
836-4750

Mrs. Nancy Cooper, Area Volunteer Specialist (South Central)
2201 S. W. 4th Street, Miami, Florida 33135
642-7555

Miss Ruth Hunter, Area Volunteer Specialist (Northeast)
14027 N. W. 16th Court, North Miami, Florida 33161
891-8263


DADE COUNTY PUBLIC SCHOOLS
DISTRICTS
1 - NORTHEAST
2 - NORTHWEST
3 - NORTH CENTRAL
4 - SOUTH CENTRAL
5 - SOUTHWEST
6 - SOUTH
Broward County
Dade County
Miami International Airport
TAMIAMI TRAIL
Flagler St (SW 8 ST)
(SW 40 St) Bird Rd
(SW 88 St) N Kendall Dr
Kendall
(SW 136 St) Howard Dr
(SW 152 St) Coral Reef Dr
Perrine
(SW 200 St) Quail Roost Dr
Goulds
(SW 248 St) Coconut Palm Dr
Naranja
Homestead Air Force Base
Homestead
Florida City
Sands Key
Elliott Key
BISCAYNE BAY
ATLANTIC OCEAN
STATE RD 27
KROME AV
PALMETTO EXPWAY (STATE RD 826)
OLD CUTLER RD
U.S. NO 1
NW 36 ST
NW 79 ST
NO 50
LE JEUNE RD
LEJEUNE RD
1
2
3
4
5
6
A
B
C
D
E
F
G
H

ELEMENTARY

1. Air Base	12829 SW 272 St, Homestead	(6)	G-2
2. Allapattah	4700 NW 12 Av	(4)	C-5
3. Arcola Lake	1037 NW 81 St	(3)	B-5
4. Auburndale	3255 SW 6 St	(4)	D-5
5. Avocado	16969 SW 294 St, Homestead	(6)	G-2
6. Banyan	3060 SW 85 Av	(5)	D-3
7. Bay Harbor	1165-94 St, Bay Hbr Isl, M Bch	(1)	B-6
8. Bel-Aire	10205 SW 196 St	(6)	F-3
9. Bethune	2900 NW 43 Terr	(4)	C-5
10. Biscayne	800-77 St, Miami Beach	(1)	B-6
11. Biscayne Gardens	560 NW 151 St	(1)	A-5
12. Blanton	10327 NW 11 Av	(3)	B-5
13. Blue Lakes	9250 SW 52 Terr	(5)	D-3
14. Bright	2530 W 10 Av, Hialeah	(3)	B-4
15. Broadmoor	3401 NW 83 St	(3)	B-5
16. Bryan	1200 NE 125 St, North Miami	(1)	B-5
17. Buena Vista	3001 NW 2 Av	(4)	C-5
18. Bunche Park	16001 Bunche Pk Dr, Opa-locka	(2)	A-5
19. Caribbean	11990 SW 200 St	(6)	F-3
20. Carol City	4375 NW 173 Dr, Opa-locka	(2)	A-4
21. Carver	238 Grand Av, Coconut Grove	(4)	D-4
22. Citrus Grove	2121 NW 5 St	(4)	C-5
23. Coconut Grove	3351 Matilda St, Coconut Grove	(4)	D-5
24. Colonial Drive	10755 SW 160 St	(6)	F-3
25. Comstock	2420 NW 18 Av	(4)	C-5
26. Cooper	520 NW 1 Av, Homestead	(6)	H-1
27. Coral Gables	105 Minorca Av, Coral Gables	(4)	D-4
28. Coral Park	1225 SW 97 Av	(5)	D-3
29. Coral Reef	7955 SW 152 St	(6)	F-3,4
30. Coral Terrace	6801 SW 24 St	(5)	D-4
31. Coral Way	1950 SW 13 Av	(4)	D-5
32. Crestview	2201 NW 187 St, Opa-locka	(2)	A-5
33. Curtiss	1080 LaBaron Dr, M Springs	(3)	C-4
34. Cutler Ridge	20210 Coral Sea Rd	(6)	F-3
35. Cypress	5400 SW 112 Ct	(5)	D-3
36. Dade	3501 SW 28 St	(4)	D-5
37. Douglas	314 NW 12 St	(4)	C-5
38. Drew	1775 NW 60 St	(3)	C-5
39. Dunbar	505 NW 20 St	(4)	C-5
40. DuPuis	1150 W 59 Pl, Hialeah	(2)	B-4
41. Earhart	5987 E 7 Av, Hialeah	(2)	B-4
42. Earlington Heights	4750 NW 22 Av	(4)	C-5
43. Edison Park	500 NW 67 St	(3)	C-5
44. Emerson	8001 SW 36 St	(5)	D-3
45. Evans	1895 NW 75 St	(3)	B-5
46. Everglades	8375 SW 16 St	(5)	D-3
47. Fairchild	5757 SW 45 St	(5)	D-4
48. Fairlawn	444 SW 60 Av	(5)	D-4
49. Fienberg	1420 Washington Av, M Beach	(1)	C-6
50. Flagami	920 SW 76 Av	(5)	D-4
51. Flagler	5222 NW 1 St	(4)	C-4
52. Flamingo	701 E 33 St, Hialeah	(2)	B-4
53. Floral Heights	5120 NW 24 Av	(4)	C-5
54. Florida City	364 NW 6 Av, Florida City	(6)	H-1
55. Franklin	13100 NW 12 Av	(3)	B-5
56. Fulford	16140 NE 18 Av, N M Beach	(1)	A-6
57. Gladeview	6210 NW 27 Av	(3)	C-5
58. Golden Glades	16520 NW 28 Av, Opa-locka	(2)	A-5
59. Goulds	21300 SW 122 Av, Goulds	(6)	F-3
60. Gratigny	11905 N Miami Av	(1)	B-5
61. Greenglade	3060 SW 127 Av	(5)	D-3
62. Greynolds Park	1536 NE 179 St, N M Beach	(1)	A-6
63. Gulfstream	20900 SW 97 Av	(6)	F-3
64. Hialeah	550 E 8 St, Hialeah	(3)	C-4
65. Hibiscus	18701 NW 1 Av, North Miami	(1)	A-5
66. Highland Oaks	20500 NE 24 Av, N M Beach	(1)	A-6
67. Holmes	1175 NW 67 St	(3)	C-5
68. Howard Drive	7750 SW 136 St	(6)	E-4
69. Ives	20770 NE 14 Av, N M Beach	(1)	A-6
70. Johnson	735 W 23 St, Hialeah	(3)	E-4
71. Kendale	10693 SW 93 St	(5)	E-3
72. Kensington Park	711 NW 30 Av	(4)	C-5
73. Kenwood	9300 SW 79 Av	(5)	E-3
74. Key Biscayne	150 W McIntire St, Key Biscayne	(4)	E-6
75. King, Martin Luther	7124 NW 12 Av	(3)	B-5
76. Kinloch Park	4275 NW 1 St	(4)	C-4
77. Lake Stevens	5101 NW 183 St, Opa-locka	(2)	A-4
78. Lakeview	1290 NW 115 St	(3)	B-5
79. Leewood[a]	10343 SW 124 St	(5)	E-3
80. Leisure City	14950 SW 288 St, Homestead	(6)	G-2
81. Lewis	505 SW 8 St, Homestead	(6)	H-1
82. Liberty City	1855 NW 71 St	(3)	B-5
83. Little River	514 NW 77 St	(3)	B-5
84. Lorah Park	5160 NW 31 Av	(3)	C-4
85. Ludlam	6639 SW 74 St, South Miami	(5)	E-4
86. Martin	14250 Boggs Dr, Richmond Hts	(5)	F-3
87. Meadowlane	4280 W 8 Av, Hialeah	(2)	B-4
88. Melrose	3050 NW 35 St	(4)	C-5
89. Merrick	39 Zamora Av, Coral Gables	(4)	D-4
90. Miami Gardens	4444 NW 195 St	(2)	A-4
91. Miami Heights	17661 SW 117 Av	(6)	F-3
92. Miami Lakes	14250 NW 67 Av	(2)	A-4
93. Miami Park	2225 NW 103 St	(3)	B-5
94. Miami Shores	10351 NE 5 Av	(3)	B-5
95. Miami Springs	51 Park St, Miami Springs	(3)	C-4
96. Milam	6020 W 16 Av, Hialeah	(2)	B-4
97. Miramar	109 NE 19 St	(4)	C-5
98. Morningside	6620 NE 5 Av	(3)	C-5
99. Moton	18050 Homestead Av, Perrine	(6)	F-3
100. Myrtle Grove	3125 NW 176 St, Opa-locka	(2)	A-5
101. Naranja	13990 SW 264 St, Naranja	(6)	G-2
102. Natural Bridge	1650 NE 141 St, North Miami	(1)	A-6
103. Norland	19340 NW 8 Ct	(1)	A-5
104. North Beach	4100 Prairie Av, Miami Beach	(1)	C-6
105. North Carol City	19010 NW 37 Av, Opa-locka	(2)	A-4
106. North County	3250 NW 207 St, Opa-locka	(2)	A-5
107. North Glade	5000 NW 177 St, Opa-locka	(2)	A-4
108. North Hialeah	4251 E 5 Av, Hialeah	(2)	B-4
109. North Miami	665 NE 145 St, North Miami	(1)	A-5
110. North Twin Lakes	625 W 74 Pl, Hialeah	(2)	B-4
111. Norwood	19810 NW 14 Ct	(1)	A-5
112. Oak Grove	15640 NE 8 Av, N M Beach	(1)	A-5
113. Ojus	18600 W Dixie Hwy, Ojus	(1)	A-6
114. Olinda	5536 NW 21 Av	(3)	C-5
115. Olympia Hts	9797 SW 40 St	(5)	D-3
116. Opa-locka	600 Ahmad St, Opa-locka	(2)	A-5
117. Orchard Villa	5720 NW 13 Av	(3)	C-5
118. Palmetto	12401 SW 74 Av	(6)	E-4
119. Palm Lakes[a]	7450 W 16 Av, Hialeah	(2)	B-4
120. Palm Springs	6304 E 1 Av, Hialeah	(2)	B-4
121. Palm Springs North	17615 NW 82 Av, Hialeah	(2)	A-4
122. Parkview	17631 NW 20 Av, Opa-locka	(2)	A-5
123. Parkway	1320 NW 188 St	(1)	A-5
124. Perrine	9895 SW 184 St, Perrine	(6)	F-3
125. Pharr	2000 NW 46 St	(4)	C-5
126. Pine Villa	21799 SW 117 Ct, Goulds	(6)	G-3
127. Pinecrest	10250 SW 57 Av	(6)	E-4
128. Poinciana Park	6745 NW 23 Av	(3)	C-5
129. Primary School C	757 NW 66 St	(3)	C-5
130. Rainbow Park	15355 NW 19 Av, Opa-locka	(2)	A-5
131. Redland	24701 SW 162 Av, Homestead	(6)	G-2
132. Redondo	18485 SW 306 St, Homestead	(6)	H-1
133. Richmond	16929 SW 104 Av	(6)	F-3
134. Riverside	221 SW 12 Av	(4)	D-5
135. Rockway	2790 SW 93 Ct	(5)	D-3
136. Royal Palm	4200 SW 112 Ct	(5)	D-3
137. Sabal Palm	17101 NE 7 Av, N M Beach	(1)	A-5
138. Santa Clara	1051 NW 29 Terr	(4)	C-5
139. Scott Lake	1160 NW 175 St	(2)	A-5
140. Seminole	121 SW 78 Pl	(5)	D-3
141. Shadowlawn	149 NW 49 St	(3)	C-5
142. Shenandoah	1023 SW 21 Av	(4)	D-5
143. Silver Bluff	2609 SW 25 Av	(4)	D-5
144. Snapper Creek	10151 SW 64 St	(5)	D-3
145. South Beach	1035 Third St, Miami Beach	(1)	C,D-6
146. South Hialeah	265 E 5 St, Hialeah	(3)	C-4
147. South Miami	6800 SW 60 St, South Miami	(5)	D-4
148. South Miami Heights	12231 SW 190 Terr	(6)	F-3
149. Southside	45 SW 13 St	(4)	D-5
150. Springview	1122 Blue Bird Av, M Springs	(3)	C-4
151. Sunset	5120 SW 72 St, South Miami	(4)	E-4
152. Sylvania Heights	5901 SW 16 St	(5)	D-4
153. Treasure Island	7540 E Treasure Dr, M Beach	(1)	B-6
154. Tropical	4545 SW 104 Av	(5)	D-3
155. Tucker	3500 Douglas Rd	(4)	D-5
156. Twin Lakes	6735 W 5 Pl, Hialeah	(2)	B-4
157. Village Green	12265 SW 34 St	(5)	D-3
158. Vineland	8455 SW 119 St	(5)	E-3
159. Walters	650 W 33 St, Hialeah	(2)	B-4
160. West Dunbar	750 NW 20 St	(4)	C-5
161. West Homestead	1550 SW 6 St, Homestead	(6)	H-1
162. West Laboratory	5300 Carillo, Coral Gables	(4)	D-4
163. West Little River	2450 NW 84 St	(3)	B-5
164. Westview	2101 NW 127 St, North Miami	(3)	B-5
165. Wheatley	1801 NW 1 Place	(4)	C-5
166. Whispering Pines	18929 SW 89 Rd	(6)	F-3
167. Young	14120 NW 24 Av, Opa-locka	(2)	B-5

SECONDARY

168. Allapattah Jr	1331 NW 46 St	(4)	C-5
169. Brownsville Jr	4899 NW 24 Av	(4)	C-5
170. Carol City Jr	3737 NW 188 St, Opa-locka	(2)	A-4
171. Carver Jr	4901 Lincoln Dr, Coconut Grove	(4)	D-4
172. Citrus Grove Jr	2154 NW 5 St	(4)	C-5
173. Coral Gables Sr	450 Bird Rd, Coral Gables	(4)	D-4
174. Cutler Ridge Jr	19400 SW 97 Av	(6)	F-3
175. Drew Jr	1801 NW 60 St	(3)	C-5
176. Filer Jr	531 W 29 St, Hialeah	(2)	B-4
177. Fisher Jr	1420 Drexel Av, Miami Beach	(1)	C-6
178. Glades Jr	9451 SW 64 St	(5)	D-3
179. Hialeah Jr	6028 E 7 Av, Hialeah	(2)	B-4
180. Hialeah Sr	251 E 47 St, Hialeah	(2)	B-4
181. Hialeah-Miami Lakes Sr[a]	7977 W 12 Av, Miami Lakes	(2)	B-4
182. Homestead Jr	650 NW 2 Av, Homestead	(6)	H-1
183. Jefferson Jr	525 NW 147 St	(1)	A-5
184. Kennedy Jr	1075 NE 167 St, N M Beach	(1)	A-6
185. Kinloch Park Jr	4340 NW 3 St	(4)	C-4
186. Lee Jr	3100 NW 5 Av	(4)	C-5
187. Madison Jr	3400 NW 87 St	(3)	B-5
188. Mann Jr	8950 NW 2 Av	(3)	B-5
189. Mays Jr	11700 Hainlin Mill Dr, Goulds	(6)	F-3
190. Merritt Jr	660 SW 3 St	(4)	D-5
191. Miami Beach Sr	2231 Prairie Av, Miami Beach	(1)	C-6
192. Miami Carol City Sr	3422 NW 187 St, Opa-locka	(2)	A-4
193. Miami Central Sr	1781 NW 95 St	(3)	B-5
194. Miami Coral Park Sr	8865 SW 16 St	(5)	D-3
195. Miami Edison Middle	6100 NW 2 Av	(3)	C-5
196. Miami Edison Sr	6101 NW 2 Av	(3)	C-5
197. Miami Jackson Sr	1751 NW 36 St	(4)	C-5
198. Miami Killian Sr	10655 SW 97 Av	(5)	E-3
199. Miami Norland Sr	1050 NW 195 St	(1)	A-5
200. Miami Northwestern Sr	7007 NW 12 Av	(3)	B-5
201. Miami Palmetto Sr	7460 SW 118 St	(6)	E-4
202. Miami Senior	2450 SW 1 St	(4)	D-5
203. Miami Springs Jr	150 S Royal Poinciana, M Spgs	(3)	C-4
204. Miami Springs Sr	751 Dove Av, Miami Springs	(3)	C-4
205. Nautilus Jr	4301 N Michigan Av, M Bch	(1)	C-6
206. Norland Jr	1235 NW 192 Terr	(1)	A-5
207. North Dade Jr	1840 NW 157 St, Opa-locka	(2)	A-5
208. North Miami Jr	13105 NE 7 Av, North Miami	(1)	B-5
209. North Miami Sr	800 NE 137 St, North Miami	(1)	B-5
210. North Miami Beach Sr[a]	1247 NE 167 St, N M Beach	(1)	A-6
211. Palmetto Jr	7351 SW 128 St	(6)	E-4
212. Palm Springs Jr	1025 W 56 Pl, Hialeah	(2)	B-4
213. Parkway Jr	2349 NW 175 St, Opa-locka	(2)	A-5
214. Ponce de Leon Jr	5801 Augusto St, Coral Gables	(4)	D-4
215. Redland Jr	16001 SW 248 St, Homestead	(6)	G-2
216. Richmond Heights Jr	15015 SW 103 Av	(5)	F-3
217. Riviera Jr	10301 SW 48 St	(5)	D-3
218. Rockway Jr	9393 SW 29 Terr	(5)	D-3
219. Shenandoah Jr	1950 SW 19 St	(4)	D-5
220. South Dade Sr	28401 SW 167 Av, Homestead	(6)	G-2
221. South Miami Jr	6750 SW 60 St	(5)	D-4
222. South Miami Sr[a]	6856 SW 53 St	(5)	D-4
223. Southwest Miami Sr	8855 SW 50 Terr	(5)	D-3
224. Washington Jr	1200 NW 6 Av	(4)	C-5
225. West Miami Jr	7525 SW 24 St	(5)	D-4
226. Westview Jr	1901 NW 127 St	(3)	B-5

SPECIAL

227. C.O.P.E.[b]	1759 NW 54 St	(3)	C-5
228. Lee Center for: Southwest Clinical School Special Instruction, South	6135 SW 66 St, South Miami	(5)	D-4
229. MacArthur Jr-Sr	1895 NW 95 St	(3)	B-5
230. Pilot House[b]	Bldg 70, Opa-locka Airport	(2)	A-4
231. Silver Oaks (County Home site)	SW 107 Av & 85 St	(5)	E-3
232. Youth Opportunity, North[b]	Bldg 69, Opa-locka Airport	(2)	A-4

[a]Under construction but not due for completion until 71-72 school year; Hialeah-Miami Lakes Sr to be completed in the Spring of 1971.
[b]Leased facilities.

Department of Administrative Research, Sept 1970

STATEMENT OF INSURANCE RESPONSIBILITY FOR VOLUNTEERS

The following statement was issued by the Board Attorney regarding the responsibility of volunteers who are working on school property. It is included in this Handbook for Volunteers as a point of information and should be read carefully by each school volunteer.

QUESTION 1: WHAT IS THE LIABILITY OF THE PARENT VOLUNTEER AIDE IF AN ACCIDENT OCCURS ON SCHOOL GROUNDS TO A STUDENT UNDER THE SUPERVISION OF THE PARENT VOLUNTEER AIDE, WHERE CARELESSNESS OR IMPROPER SUPERVISION COULD BE ATTRIBUTED TO THE AIDE?

ANSWER: PERSONALLY LIABLE IF NEGLIGENCE PROVED.

QUESTION 1a: IN THIS SAME INSTANCE, WHAT IS THE LIABILITY OF A CERTIFICATED TEACHER WHO IS CHARGED WITH THE SUPERVISION OF THE PARENT VOLUNTEER AIDE?

ANSWER: PERSONALLY LIABLE IF NEGLIGENCE PROVED.

QUESTION ab: WHAT IS THE LIABILITY OF THE PRINCIPAL?

ANSWER: PERSONALLY LIABLE IF NEGLIGENCE PROVED.

QUESTION 2: WHAT IS THE LIABILITY OF THE PRINCIPAL AND/OR THE CERTIFICATED TEACHER CHARGED WITH THE SUPERVISION OF THE PARENT VOLUNTEER AIDE IF THE AIDE IS INJURED ON THE SCHOOL GROUNDS WHILE PERFORMING ASSIGNED DUTIES?

ANSWER: PERSONALLY LIABLE IF NEGLIGENCE PROVED.

In all of the above instances the status or position of the individual involved has no bearing upon liability if negligence is found. If negligence is pled and proved, the party will be held liable for damages sustained.

To recover for negligence the injured party must prove the following:

(1) The existence of a duty on the part of any of the above to protect the injured party from the injury or damage of which he complains;

(2) The failure to perform their duty; and

(3) That the failure to perform the duty was the proximate cause of the injury or damage.

Thus, each individual case must be considered in its particular facts in order to determine liability.

VOLUNTEER JOB DESCRIPTIONS

JOB DESCRIPTION

TYPE OF WORK: ARTS AND CRAFTS ASSISTANT

BACKGROUND: As the schools of Dade County seek ways for each student to discover and develop all of his abilities to the fullest, a wide variety of arts and crafts activities are needed. By working with the teacher to help students develop their creativity and feel proud of their accomplishments, the volunteer will provide many opportunities to students that would not otherwise be possible.

PLACE OF WORK: One of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours per week for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with the art or classroom teacher. Generally, the assignment will include one or more of the following tasks:

1. Assisting with the placement of arts and crafts materials and equipment in rooms scheduled for use.
2. Preparing arts and crafts materials for student use.
3. Preparing art materials for requests from teachers.
4. Helping students assume responsibility for proper care and cleaning of materials.
5. Encouraging students to explore new techniques, uses, and effects of a variety of art materials.
6. Helping with inventory of supplies.
7. Giving individual help to a student or small group of students under the direction of the teacher.
8. Assisting with the filing and maintaining records of progress on student art projects.

ARTS AND CRAFTS ASSISTANT (Continued)

TRAINING PROVIDED:	Pre-service and inservice training will be provided.
HOURS:	Any two hours in which the school is open.
VOLUNTEER QUALIFICATIONS:	Cooperative manner; ability to relate well with others, especially children and youth; interest in arts and crafts; willingness to follow directions.
CONTRIBUTION:	Provide additional opportunities for art and classroom teachers to use arts and crafts activities to individualize instruction.

JOB DESCRIPTION

TYPE OF WORK:	AUDIO-VISUAL ASSISTANT
BACKGROUND:	As the schools of Dade County seek to individualize instruction as much as possible, a variety of multi-media materials and equipment are used. With the existing demands that are made on teachers, there is little time available for the preparation of these materials and equipment; thus the assistance of a volunteer skilled in this area greatly assists the teacher in better providing for the students needs.
PLACE OF WORK:	One of the identified elementary or secondary schools.
DURATION OF JOB:	Minimum of two hours per week for one semester.
DUTIES OF JOB:	Work under the direction and in cooperation with the librarian or audio-visual teacher. Generally, the assignment will include one or more of the following tasks: 1. Operating audio-visual equipment. 2. Delivering films and filmstrips to teachers. 3. Preparing film requests for teachers. 4. Preparing overhead projectuals. 5. Assisting with the placement of audio-visual equipment in rooms scheduled for use.
TRAINING PROVIDED:	Pre-service and inservice training will be provided.
HOURS:	Any two hours in which the school is open.
VOLUNTEER QUALIFICATIONS:	Cooperative manner; interest in multi-media, ability to operate machinery.

AUDIO-VISUAL ASSISTANT (Continued)

CONTRIBUTION: Provide additional opportunities for teachers to use a multi-media approach to individualizing instruction.

JOB DESCRIPTION

TYPE OF WORK: CLASSROOM ASSISTANT

BACKGROUND: The goals of the classroom teacher are to motivate and guide each student to develop to the fullest his own potential. Because of the pressure of time and the number of pupils involved, assistance is needed to perform non-professional but necessary tasks, so the teacher may devote full attention to the accomplishment of his objectives.

PLACE OF WORK: One of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours a week for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with the classroom teacher. Generally, the assignment will include one or more of the following tasks:

1. Giving individual help to a student or small groups of students under the direction of the teacher.
2. Clarifying teacher's directions to individual students when necessary.
3. Assisting students with special projects.
4. Preparing on the ditto machine paper work and homework for students.
5. Checking attendance, re-admission notes, permission slips, telephoning absentees when requested by teacher.
6. Preparing games and teaching devices.
7. Helping with inventory of supplies.
8. Sharing resources and talents.
9. Helping with field trips.

CLASSROOM ASSISTANT (Continued)

10. Collecting money, such as donations, lunch, field trips, etc.

11. Assisting in decorating room, cutting mats for pictures, changing pictures on bulletin board, mounting samples of pupil's work.

12. Assisting in the supervision of students on the playground.

TRAINING PROVIDED: Pre-service and inservice training will be provided.

HOURS: Any two hours in which the school is open.

VOLUNTEER QUALIFICATIONS: Warm personality; ability to follow directions; interest in children and education; ability to relate well with children at their level.

CONTRIBUTION: Allow teachers more professional time to spend with class and individual students.

Assist in building individual students self-concept.

Help students develop a more positive attitude toward school and academic achievement.

JOB DESCRIPTION

TYPE OF WORK: CLERICAL ASSISTANT

BACKGROUND: Maintaining accurate, complete and current records for each individual student is a major responsibility of the school staff. Appropriate student placement, adequate school funding, and effective school - community - home relations depend greatly upon the work accomplished by the school clerical staff. A volunteer clerical assistant may provide much needed support in this area.

PLACE OF WORK: School office in one of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours per week for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with the school secretary and principal. Generally, the assignment will include one or more of the following tasks:

1. Assisting with telephone by taking messages when necessary, placing calls when directed, checking attendance for tardiness and absenteeism.
2. Assisting with filing (except for confidential material).
3. Sorting and collecting ditto material.
4. Operating duplicating equipment.
5. Typing forms, letters, notices, (optional).
6. Addressing envelopes, messages, notices.
7. Sorting, stamping, and opening mail.
8. Running errands, contacting teachers, delivering messages, collecting money or pertinent material.
9. Helping with inventory of supplies.

TRAINING PROVIDED: Pre-service and inservice training will be provided.

CLERICAL ASSISTANT (Continued)

HOURS:	Any two hours in which the school is open.
VOLUNTEER QUALIFICATIONS:	Accuracy; emotionally mature person who is able to follow directions with a cooperative attitude.
CONTRIBUTION:	Enable secretary to assist principal in more tasks which in turn will allow principal time for administrative and supervisory duties.

JOB DESCRIPTION

TYPE OF WORK: CLINIC ASSISTANT

BACKGROUND: As the student population in each school continues to increase each year, providing adequate health care for students becomes a more and more difficult task. A volunteer clinic assistant may provide valuable services to the educational process by helping the teacher and school nurse meet the health needs of individual students.

PLACE OF WORK: One of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours per week for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with the principal and public health nurse assigned to the school. Generally, the assignment will include one or more of the following tasks:

1. Keeping the health room neat and clean at all times.
2. Being responsible for clerical duties regarding health services -
   a. Sorting, filing, or recording records and reports.
   b. Telephoning
   c. Maintaining and ordering supplies for health room.
3. Performing routine vision and hearing screenings.
4. Submitting test reports to public health nurse for review and possible follow-up on health problems.
5. Assisting in conducting preschool roundups.
6. Notifying principal or delegated person immediately in case of major accident.

CLINIC ASSISTANT (Continued)

7. Notifying principal at once if student appears acutely ill. Notifying parent if directed by principal.

8. Assisting with students sent to clinic because of wet, soiled or torn clothing.

9. Being prepared to talk with individual students about personal hygiene and its importance.

10. Maintaining communication with classroom teachers concerning individual students.

TRAINING PROVIDED: Pre-service and inservice training will be provided.

HOURS: Any two hours in which the school is open.

VOLUNTEER QUALIFICATIONS: Ability to get along with other, especially youth; reliability; ability to keep legible records; ability to communicate clearly; neatness; warm and understanding personality; willingness to accept supervision from principal and public health nurse.

CONTRIBUTION: Provide school health nurse with services to help develop and maintain a health program meeting individual student needs.

JOB DESCRIPTION

TYPE OF WORK: LANGUAGE ARTS TUTOR

BACKGROUND: Even though students have varying language needs, all need to extend the language skills of listening, speaking, reading and writing. A volunteer working with the language arts program can assist the teacher in providing experiences to meet the needs of individual pupils.

PLACE OF WORK: One of the identified elementary or secondary schools.

DURATION OF JOB: A minimum of two hours per week in the classroom for one semester, in addition to time spent in preparation at home or school.

DUTIES OF JOB: Work under the direction and in cooperation with the classroom teacher or special reading teacher. Generally, the assignment will include the following tasks:

1. Obtaining books and materials on topics of interest to individual students.
2. Reading stories to individual or small groups of students.
3. Constructing reading booklets and experience charts.
4. Giving individual help to pupils.
5. Duplicating materials for the classroom teacher.
6. Operating audio-visual equipment (listening stations, language master, film strip projector, 16mm. film projector, record player, tape recorder, controlled reader, etc.)
7. Becoming skill-ful in the use of effective questioning.
8. Assisting the classroom teacher in providing a variety of experiences in speaking and listening activities.

LANGUAGE ARTS TUTOR (Continued)

9. Guiding and encouraging students to do free and voluntary reading.

10. Assisting in arranging the classroom setting for planned activities.

11. Filing written work in student's work folder.

TRAINING PROVIDED: Pre-service and inservice training will be provided.

HOURS: Any two hours in which the school is open.

VOLUNTEER QUALIFICATIONS: Warm sincere interest in people particularly children and youth; some knowledge and ability in the area of language arts; patience and dependability; willingness to follow directions.

CONTRIBUTION: Develop in each student a love for reading and awareness of language; help the student to see himself as a person who can successfully relate to others; foster the concepts of literary skills, (punctuation, theme, plot, characterization, etc.); assume a supportive role thereby freeing the classroom teacher to utilize her professional training in individualizing instruction.

JOB DESCRIPTION

TYPE OF WORK: LIBRARY ASSISTANT

BACKGROUND: As teachers seek to encourage students in the discovery approach to learning, use of the materials in the school library becomes increasingly more significant in the educational program for students. More meaningful and creative student and teacher use of library resource material may be established with the assistance and support of a volunteer library assistant.

PLACE OF WORK: School library or a designated location in one of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours per week for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with the school librarian. Generally, the assignment will include one or more of the following tasks:

1. Writing order cards.
2. Checking in new books (listing publisher, author, and title of book in library record book).
3. Checking in the new books against invoice.
4. Preparing pockets and cards for new books.
5. Pasting pockets and date due slips in books.
6. Stamping books with ownership stamp.
7. Lettering spine of books (optional).
8. Shellacking books.
9. Making minor book repairs.
10. Filing (general).
11. Reshelving books.
12. Checking order of books on shelves.

LIBRARY ASSISTANT (Continued)

TRAINING PROVIDED:	Pre-service and inservice training will be provided.
HOURS:	Any two hours in which the school is open.
VOLUNTEER QUALIFICATIONS:	Cooperative attitude; cheerful and willing to follow directions; interested in students and their reading; legible handwriting (typing useful).
CONTRIBUTION:	Speed the availability of books to students; give the librarian more time to utilize his professional training to work with teachers, classes, and individual students in making full use of library resources.

JOB DESCRIPTION

TYPE OF WORK: MATHEMATICS TUTOR

BACKGROUND: As the schools of Dade County seek ways to develop ways for all students to improve their math skills to the maximum of their abilities, the opportunity for some students to work individually with a tutor may make the difference in determining whether or not he learns and likes math. A volunteer math tutor may provide important individual attention in meeting a student's needs in this area.

PLACE OF WORK: One of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours per week for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with the classroom teacher, math teacher, remedial teacher, or other person designated by the principal. Generally, the assignment will include one or more of the following tasks:

1. Giving individual help to a student or small group of students under the direction of the teacher.

2. Preparing math games and teaching materials.

3. Using the ditto machine to prepare paper work and homework for students.

4. Talking with students to help them discover how to apply math skills learned in the classroom to real life situations outside of the classroom, (e.g. relationship to purchasing, science, other immediate student interests).

5. Clarifying teacher's directions to individual students when necessary.

6. Assisting with record keeping of individual students when necessary.

7. Reviewing previously taught math skills with students who have been absent.

MATHEMATICS TUTOR (Continued)

8. Maintaining and repairing special math equipment.

TRAINING PROVIDED: Pre-service and inservice training will be provided.

HOURS: Any two hours in which the school is open.

VOLUNTEER QUALIFICATONNS: Ability to relate well with others, especially children and youth; some knowledge and ability in new math; patience and cooperative attitude in working with students; willingness to follow directions.

CONTRIBUTION: Allow teachers more professional time to spend with class and individual students. Help students develop a more positive attitude toward school and math. Assist in building individual student's self-concept.

JOB DESCRIPTION

TYPE OF WORK: PHYSICAL EDUCATION ASSISTANT

BACKGROUND: As the schools of Dade County seek to provide a wide variety of experiences for students through physical education, a felt need arises for assistance of a volunteer skilled in this area. Such assistance will allow the teacher to better provide for the needs of the individual students.

PLACE OF WORK: One of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours per week for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with the classroom or physical education teacher. The suggested duties may be classified under three headings: educational materials assistant; instructional assistant; clerical assistant. Generally, the assignments will include one or more of the following tasks:

1. Educational Materials Assistant - preparing materials for instruction; maintaining bulletin board displays, operating audio-visual equipment.

    a. Maintain and repair equipment.

    b. Take care of equipment room.

    c. Make periodic checks of equipment for safety hazards.

    d. Mark playing fields.

    e. Help maintain indoor and outdoor playing areas.

    f. Help construct teaching aids.

    g. Run errands.

2. Instructional Assistant - demonstrating skills, assisting individual students, and performing some of the assigned duties of a clerical worker or educational assistant.

    a. Assist at fire drills.

b. Enforce safety rules.

c. Help with first aid when necessary.

d. Assist at playdays, exhibitions, and sports days.

e. Serve as an official for contests.

f. Supervise non-participating students.

g. Assist with physical fitness testing program.

3. Clerical Worker - providing clerical assistance, duplicating materials, maintaining student records, inventorying and marking equipment and supplies, and performing some of the duties of an educational materials assistant.

a. Check attendance.

b. Unpack, count and store new equipment.

c. Distribute and collect equipment.

d. Make periodic inventory of equipment.

e. Prepare stencils for tests, etc.

f. File papers.

g. Transfer grades from record book to marking forms.

h. Record scores on physical fitness test forms.

i. Correct objective test papers.

j. Run errands.

TRAINING PROVIDED: Pre-service and inservice training will be provided.

HOURS: Any two hours in which the school is open.

PHYSICAL EDUCATION ASSISTANT (Continued)

VOLUNTEER QUALIFICATIONS:	Interest in sports and physical activity; emotionally mature, dependable, sound character; ability to do clerical work; ability to get along with people, especially youth; willingness to serve; good health.
CONTRIBUTION:	Provide opportunities for the teacher and physical education instructor to better serve the needs of the individual students in the program.

JOB DESCRIPTION

TYPE OF WORK: SPECIAL EDUCATION ASSISTANT

BACKGROUND: Students who are in Special Education classes have special needs and demand more individual attention than the pupil in the "average" classroom situation. A volunteer working in the department of Special Education can assist the teacher as he attempts to provide for the many individual needs of these exceptional students.

PLACE OF WORK: The Special Education classes in one of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours a week in the Special Education class for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with the teacher. Generally, the assignment will include one or more of the following tasks:

1. Assisting in establishing activity corners for planned activities.
2. Duplicating materials for classroom teacher.
3. Reading stories to students.
4. Assisting in supervising play activities in the classroom and/or playground.
5. Filing written work in the students' work folders.
6. Assisting the teacher in preparing materials for all activities and in keeping current the "materials needed" records.
7. Giving individual help to students when the need arises and/or when the teacher asks.
8. Operating audio-visual equipment (16mm film projector; film strip projector; listening stations; etc.).
9. Assisting the teacher with the supervision of pupils who are going from the class-

SPECIAL EDUCATION ASSISTANT (Continued)

	room to other areas of the school (laboratory, lunchroom, etc.)
TRAINING PROVIDED:	Pre-service and inservice training will be provided.
HOURS:	Any two hours in which the school is open.
VOLUNTEER QUALIFICATIONS:	Cooperative and cheerful attitude: willingness to follow directions; interest in students and in their adjustment to school life.
CONTRIBUTION:	Assist exceptional students as they adjust to school life (to build a more positive self-image). Increase the amount of time the teacher has to do actual teaching by assuming a supportive role. Develop a channel of communications between the school and the community regarding the public and the community regarding the public education of of exceptional students.

JOB DESCRIPTION

TYPE OF WORK:	STORY TELLING AND/OR BOOK REVIEWER
BACKGROUND:	Books and reading materials can become a meaningful part of a student's life by introducing him to selected literature through story-tellers and book reviewers. Telling stories or reading parts of a book in an interesting manner may motivate student's interest in a wide variety of reading materials.
PLACE OF WORK:	School library or other designated location in one of the identified elementary or secondary schools.
DURATION OF JOB:	Minimum of two hours a week in school library or classroom, in addition to two hours a week in preparation at home or school. Minimum - one semester.
DUTIES OF JOB:	Work under the direction and in cooperation with the librarian and/or classroom teacher. Generally, the assignment will include one or more of the following tasks:

1. Checking with librarian and determining what classes will be scheduled on the day of assignment.
2. Obtaining recommendations from teacher or librarian as to kind of story or book to be highlighted.
3. Checking with librarian for appropriate filmstrips or available records.
4. Practicing and preparing at home for one or more classes by becoming familiar with the book or story.
5. Preparing questions which will encourage students to participate in discussion.
6. Telling a story or reading parts of a selected book to one or more classes.

TRAINING PROVIDED:	Pre-service and inservice training will be provided.
HOURS:	9:00 a.m. - 12:00 noon or 1:00 p.m. - 3:00 p.m.

STORY TELLING AND/OR BOOK REVIEWER (Continued)

VOLUNTEER QUALIFICATIONS:	Warm personality; clear speaking voice; ability to relate well to students and staff; interest in reading and in students; emotionally mature; dramatic flair helpful.
CONTRIBUTION:	Motivate in a very special way student's interest in reading. Build student's self-confidence by identifying with him. Give the librarian more time to utilize her professional training to work with individual students.

JOB DESCRIPTION

TYPE OF WORK: SUPERVISION ASSISTANT IN THE CAFETERIA, HALLS, PARKING LOT, OR PLAYGROUND AREA

BACKGROUND: Every experience throughout the school day is a learning experience for students, in addition to those planned learning activities within the classroom walls. Between classes, during lunch, on the playground, or before and after school, the volunteer supervisor may offer meaningful assistance to students, as well as serve as a behavior model, for helping students have a successful school experience.

PLACE OF WORK: One of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours per week for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with the school principal, School Volunteer Resource Person, or other person designated by the principal. Generally, the assignment will include one or more of the following tasks:

1. Learning the physical layout of the school campus so that you may assist students, parents, volunteers, or visitors to their destination.

2. Learning the school rules and policies concerning hall passes, visitor's passes, safety rules, cafeteria policies, fire drills, etc., and helping students abide by these rules when necessary.

3. Talking with students who are in the halls between classes to help them locate and return to their class or other destination.

4. Asking questions of students in a helpful and friendly manner to let them know of your interest, in them and their problems as a very special person.

SUPERVISION ASSISTANT IN THE CAFETERIA, HALLS, PARKING LOT, OR PLAYGROUND AREA (Continued)

5. Helping students make an orderly and quiet transition from one area of the school campus to the other, e. g., through the halls, between class, to the other areas as playground or cafeteria; waiting for the school busses; or to the school parking lot.

TRAINING PROVIDED: Pre-service and inservice training will be provided.

HOURS: Any two hours in which the school is open.

VOLUNTEER QUALIFICATIONS: Cooperative attitude; ability to relate well to students and staff; interest in helping individual students adjust to school life.

CONTRIBUTION: Build student self-concept by identifying with him. Assist in developing and maintaining orderly student movement on the campus. Help students develop a more positive attitude toward school and academic achievement.Develop a channel of communications between the school and the community regarding public education.

JOB DESCRIPTION

TYPE OF WORK: SPANISH ASSISTANT/INTERPRETER

BACKGROUND: The increasing numbers of Spanish-speakers in our community, and especially of parents who cannot understand English, make it necessary for our schools to depend on an interpreter to establish effective communication with a large number of homes where only Spanish is spoken.

PLACE OF WORK: One of the identified elementary or secondary schools.

DURATION OF JOB: Minimum of two hours per week for one semester.

DUTIES OF JOB: Work under the direction and in cooperation with a Cuban aide or a native Spanish-speaking teacher. Generally, the assistant interpreter may do one or more of the following tasks:

1. Writing in Spanish - not merely translate - all communications such as announcements, permit slips, etc., that go from the school to the parents in Spanish.

2. Speaking to parents and other visitors in Spanish as they come to the school, and interpreting their needs to the appropriate school personnel in English.

3. Speaking to parents in Spanish in order to interpret school policy and rules during interviews with principal and other school personnel.

4. Interpreting in Spanish for the benefit of newly arrived students during interviews with school personnel.

5. Writing English versions of notes coming from homes in Spanish.

6. Writing Spanish versions of notes to parents or comments on report cards written by teachers.

7. Serving as interpreter for Spanish-speaking parents at parent teacher meetings.

SPANISH ASSISTANT/INTERPRETER

TRAINING PROVDED:	Pre-service and inservice training will be provided.
HOURS:	Any two hours in which the school is open.
VOLUNTEER QUALIFICATIONS:	Courteous, friendly manner; ability to speak and write English and Spanish fluently and correctly, as an educated native speaker of either language.
CONTRIBUTION:	Provide effective communication and understanding between school and home in communities that are highly populated with Cubans and other Spanish speaking groups.